

31 October 1952

MEMORANDUM FOR: Records Management and Distribution Branch
Office of General Services

THROUGH : Deputy Director/Administration

SUBJECT : Records Management Program

1. During the week of October 13, [] of the Records Management and Distribution Branch approached the undersigned as to the possibility of surveying the files maintained by the O/DDI in order that the Branch could institute procedures to develop a records management program. It was understood that such survey would be pursuant to the functions and missions assigned General Services by CIA Regulation [] dated 14 July 1951.

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2. At this initial meeting, the undersigned made available to [] the filing memorandum prepared in the Office of the DD/I on 1 May 1952 and undertook to meet further with Records Management representatives. On 27 October, [] together with [] met with the undersigned and left a draft "Basic File Manual" prepared by the Branch.

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3. It is realized that the draft manual referred to above is an extremely preliminary approach to the problem, but that the problem is one deserving the best efforts of both Records Management and an operating office such as this one. Consequently, it has been reviewed and certain comments are attached hereto.

4. It should be pointed out that the comments forwarded herewith are in no sense a criticism of the purpose of Records Management. This office is desirous of developing and maintaining the best Records Management Program possible and invites the assistance of the Branch. It is obvious, however, that much of the work of establishing a "Subject List" must be performed by the operating Office. It is the hope of this Office that, given the benefit of the experience of the Records Management Branch, the

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- 2 -

files of the O/DDI can be reviewed and a suitable "Subject List" developed. Until this can be done, it would be premature for Records Management to survey the DD/I filing system, other than by reviewing such tentative "Subject Lists" as the office can prepare.

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Executive Assistant/DD/I

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